



## CITY OF RICHMOND

DEPARTMENT OF LAW

50 NORTH FIFTH STREET RICHMOND, INDIANA 47374

PHONE (765) 983-7220 FAX (765) 983-7365

DAVID M. SNOW

*Mayor*

WALTER S. CHIDESTER

*City Attorney*

KIMBERLY A. VESSELS

*Assistant City Attorney*

### PUBLIC RECORDS REQUEST

**Requests for public records must be submitted in writing on this form and must identify with reasonable particularity the record being requested. [Indiana Code 5-14-3-3] Requests must be legible.**

I am requesting the following public records for inspection and/or copying pursuant to the Indiana Access to Public Records Act, Indiana Code 5-14-3:

---

---

---

---

---

I understand the fee for copying these records, plus any certification fees and postage reimbursement fees will be charged to me prior to the release of the records. [Richmond City Ordinance 59-2010]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

Mailing address of requesting party:

---

---

Phone number of requesting party:

---